



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Abuja, Nigeria	2. AGENCY State	3a. POSITION NO. A52030
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SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

REASON FOR SUBMISSION

☐ a. Redescription of duties: This position replaces

Position No. _____ (Title), _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) **Update of duties and responsibilities**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
Post Classification Authority	CARPENTER- FSN - 1210-4			
Other				
Proposed by Initiating Office				

6. POST TITLE OF POSITION (If different from official title) CARPENTER	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Facilities Maintenance	a. First Subdivision Management Section
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b. Second Subdivision N/A	c. Third Subdivision
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This is a complete and accurate description of the duties and responsibilities of this position.

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Typed Name and Signature of Employee _____	Date (mm-dd-yyyy) _____	Typed Name and Signature of Supervisor _____	Date (mm-dd-yyyy) _____
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This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head _____	Date (mm-dd-yyyy) 03-24-2016	Typed Name and Signature of Admin or Human Resources Officer _____	Date (mm-dd-yyyy) _____
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BASIC FUNCTION OF POSITION

Employed as a maintenance technician to carry out skilled maintenance and repair work to the facilities' carpentry and other related systems as necessary at the embassy compound buildings, its grounds and the confidential leased properties. Incumbent receives written or verbal requests for maintenance or repair services, ascertains all necessary information to determine whether the work is of a routine or urgent nature, and other duties as assigned. Familiarization with general carpentry skills and construction or architectural systems is required.

14.0 Operations and Maintenance Support**(80% of Time):**

The incumbent specializes in carpentry and architectural systems installations, repairs and maintenance, as directed by the Facility Manager, Maintenance Supervisor or Foreman. Systems to include, but not limited to: roofing and roof structures, door hardware including locks and closers, wood and metal doors, windows and their frames, including aluminum-framed sliding doors and windows, building exterior trim, siding and flashing. Occasional assistance with office-type workstation furniture, fire extinguishers, gypsum board type partitions using metal stud framing, simple and complex door lock mechanisms, overhead coiling doors, cabinetry and countertops and FEBR door hinges.

14.01 Performs preventive maintenance and repairs on carpentry and related systems including: Roofs, fire extinguishers, overhead coiling doors and manually operated gate systems, FEBR door hinges. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Computerized Maintenance Management System (CMMS).

14.02 Identifies and corrects building and equipment problems by performing inspections to maintain buildings in safe condition, prevent degradation of property and systems and prevent failures that would cause reduction in service. Ensures that all assigned maintenance tasks are carried out promptly and in full as described in work orders and in accordance with manufacturers' repair or replacement requirements. Familiarization with general carpentry skills is required. Provides services to assist in the completion of residential unit make-ready repairs and renovations. Utilizes embassy-established procedures and documents in requesting materials needed to perform tasks assigned and is responsible for the management of such issued materials. Incumbent is also responsible for all embassy-issued tools, equipment, uniforms and personal protective equipment and will be held accountable for all such items at all times.

14.03 The incumbent provides emergency services coverage for malfunctioning systems and installations as required.

14.04 Assists with monitoring the progress and quality of specialty service contractors' work as delegated by the Facility Manager, Maintenance Supervisor, or Foreman and provides feedback to the Foreman or other supervisors, including the Facility Manager, concerning the contractors' work.

14.05 Performs regular checks for consumable material usage. Monitors spare part and material inventories and submits reports to the Facility Manager or an assigned supervisor for review. Ensures proper use of time, tools and materials and that the carpentry work areas and shops are kept clean and safe.

14.1 Logistical Support**(10% of Time):**

May be required to operate government vehicles for movement of employees or materials to/from work sites, procure emergency or priority materials in local markets, act as infrequent petty cash holder and perform other duties as assigned.

14.2 Other Duties**(10% of Time):**

Other assigned duties may be to support post activities including office relocations, emergency repair actions, escorting and monitoring contractors on site. Individual may be required to assist other Facility Maintenance personnel and assist other shops as part of the maintenance team, as directed by the Facility Manager or an assigned Supervising Engineer/Foreman.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of elementary school is required. Completion of vocational training of apprenticeship recognized as producing journeyman carpenter skills, or equivalent, is required.

b. Prior Work Experience:

One year of journeyman experience in carpentry is required.

c. Post Entry Training:

On the job refresher training on use of machinery, equipment and tools.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Level 3 oral/written English proficiency is required.

d. Job Knowledges:

Must have full journeyman carpenter knowledge of established practices and procedures of the specific trade involved. Must have the knowledge to use carpentry hand and electric tools, power tools, measuring and leveling equipment.

e. Skills and Abilities:

Ability to read and interpret shop drawings as related to carpentry. Must possess a valid driver's license and be able to drive a government owned vehicle.

16. POSITION ELEMENTS:

a. Supervision Received:

Supervised by the Maintenance Foreman - Carpenter, Maintenance Supervisor or Supervising Engineer.

b. Supervision Exercised:

None

c. Available Guidelines:

OBO, trade craft manuals or general industry guidelines.

d. Exercise of Judgement:

None

e. Authority to Make Commitments:

None

f. Nature, Level, and Purpose of Contacts:

Daily contact with Americans and other Facility Maintenance staff at low and medium organizational levels and local contractors in the performance of duties.

g. Time Expected to Reach Full Performance Level:

6 months.